

Billing and AR Module Grants/Billing Steps

1. **Approve/Delete Bills on the Billing Worksheet**
 - a. For Bills with more than 2,000 lines use FSCM>Billing>Manage Billing Worksheet>**Batch Worksheet Billing**
 - b. For Bills with less than 2,000 lines use FSCM>Billing>Manage Billing Worksheet>**Update Billing Worksheet**
2. **Run the TN_BI10_GR_INV_B4_SINGLE_ACT query**
 - a. This query lists the invoices that will be processed when the single action invoice process is run
 - b. The 'Dtime Add' field on this query tells you the date the bill was approved on the billing worksheet
 - c. This query can be used to determine your draw amount prior to printing the actual invoices.
3. **Run the Single Action Invoice process (TBIJOB3)**
 - a. A Receivable or invoice/item is created as part of this process
 - b. To see the invoices that were created as a part of this process:
 - i. Click on the TBIJOB3 hyperlink in the Process Monitor
 - ii. Click on the BIGIVCPN job within this process
 - iii. Click on View Log/Trace under the Actions section
 - iv. Find the .PDF document under the File List
 - c. Triggers the Nightly Batch Process to update Projects/Grants with items that have been billed
 - d. Triggers the Nightly Batch Process to update GL with a BI journal that credits Unbilled Accounts Receivable and Debits Accounts Receivable
4. **Draw Money from Federal System(s)**
 - a. Use the **TN_BI10_GR_INV_B4_SINGLE_ACT** query or refer to the PDF file that is generated when the Single Action Invoice Process was run (View Log/Trace File on the **BIGIVCPN** job within the TBIJOB3 process) to determine the amount to draw.
5. **Money is Received – Invoices are Paid**
 - a. Key the ACH/WIRE deposit in Edison or process the cash/check deposit in iNovah
 - b. Use the query generated in Step 2 (TN_BI10_GR_INV_B4_SINGLE_ACT) to determine what invoices to attach to the deposit
 - c. Wires hit bank code 00001, account 0605
 - d. ACHs hit bank code 99999, accounts vary (use the 3140 report to determine which account needs to be used)



- e. Use the **TN_GL18_BI_NOT_POSTED** query to verify that all invoices were processed completely. (Only invoices that were NOT processed completely will be listed on this query.)
- f. **NOTE: If deposits are directly journalled instead of being applied to the invoices created during the Grants/Billing process, Revenue will be recorded twice.**

